



HQ Air Force Personnel Center



First Sergeant Assignments

**MSgt Tammy Brangard
Supt, First Sergeant
&
Special Duty Assignments**

Overview

AFPC



☐ **FS Application/Assignment Process**

- ☐ “Just the facts”
- ☐ FS Dynamics
- ☐ Special Duty Update

First Sergeant (FS) Process

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- FS Management as of 1 Oct 02
 - 3-year initial tour
 - Can apply for 2nd 3-year tour or return to PAFSC
 - Current FS are grand-fathered and have indefinite tenures
- Application/assignment procedures
 - Initial FS process
 - Experienced FS process

FS Application Procedures

(Initial)

AFPC



- SPECAT Application
 - Accessible via AFPC Home Page/vMPF
- Local interview/shadowing/boarding procedures unchanged
- Board approved applications sent via electronic form
- AFPC routes PAFSC release/schedules training
- Training schedule drives assignment cycle process
 - Six cycles per year/40 students per class

FS Assignment Procedures

(Initial)

AFPC



<u>Adv</u>	<u>Pkg/Update Due</u>	<u>Training</u>	<u>RNLTD</u>
3 July 03	10 Aug 03	23 Oct-20 Nov	Dec
2 Sept 03	28 Sep 03	28 Jan-25 Feb	Mar
3 Nov 03	28 Nov 03	22 Mar-16 Apr	May
19 Dec 03	16 Jan 04	13 May-10 Jun	Jul
1 Mar 04	31 Mar 04	04 Aug-31 Aug	Sep
19 Apr 04	14 May 04	09 Sep-06 Oct	Nov

FS Assignment Procedures

(Initial)

AFPC



- Students compete for assignment requirements
 - FS allocations distributed to MAJCOM/DP staff
 - MAJCOM/DP determines locations
 - Locations advertised via AFPC Home Page
 - Prioritize/submit preference listing via email link
- Students considered for advertised rqmts
 - Highly encouraged to prioritize all listed locations

FS Assignment Procedures

(Initial)

AFPC



- May apply to remain in-place if listed as a rqmt
 - MAJCOM CCM may recommend PCS for personnel with extended TOS

- OS candidates (18% of AF MSgt population in USAFE/PACAF)
 - Recruit applicants within 12 months of DEROS
 - Recruit applicants, as an exception, regardless of DEROS
 - Processed thru MAJCOM for curtailment
 - Request FS Academy training and return to current base
 - DEROS must be at least 12 months out
 - MAJCOM manning must support—MAJCOM/DP must recommend approval

FS Assignment Procedures

(Initial)

AFPC



- Assignment Selection Criteria
 - Students prioritized by TOS, shortest to longest
 - Consider local utilization-->3 year TOS rqmt
 - Cost savings/PCS budget consideration
 - If # of local vols exceed # of rqmts, least TOS remains
 - If no local rqmts, compete for PCS asgmt
 - After local utilization, students categorized as all other special duties
 - OS candidates (mand movers) training upon DEROS
 - CONUS candidates, prioritized by TOS (longest to shortest)

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- Experienced requirements include
 - SMSgt/CMSgt positions
 - OS short tour locations
 - EQUAL Plus positions (Recruiting Svc, USAF Acad)
 - Positions deemed necessary by MAJCOM
- Filled by those approved for/serving second tour and grand-fathered FS

FS Assignment Procedures

(Experienced/2nd tour)

AFPC



- 3 year initial tour of duty
 - Receive RIP at 24 month point
 - Return to PAFSC or apply for another tour
- Return to PAFSC
 - Acquire Unit CC and CCM signature
 - MPF will update AAC 50
- Apply for another FS tour (3 years)
 - Acquire Unit CC and Wg CC/CCM recommendation
 - Wing CCM forwards to MAJCOM CCM for coord
 - AFPC will secure release from functional advisor
 - Disapprovals--AFPC will update AAC 50 (mand move)
 - Approvals--eligible to compete for experienced rqmts

FS Assignment Procedures

(Experienced/2nd tour)

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- Requirements advertised on AFPC Home Page each cycle
- Assignment selection criteria
 - OS short tour locations
 - Vols, then non-vols by fewest # of short tour, earliest ODSD
 - SPECAT OS/CONUS locations
 - Vols, then non-vols by earliest ODSD for OS locations, longest TOS for CONUS locations
 - Overseas long tour locations
 - Vols, then non-vols by earliest ODSD
 - CONUS locations
 - Vols, then non-vols by longest TOS

Overview

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- FS Application/Assignment Process
- **“Just the facts”**
- FS Dynamics
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First Sergeant Management “Just the Facts”

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- FS management change
 - Professional development of enlisted leaders
 - Not a “fix-all” for manning...but we’ll get there
- Assignment changes

CENTRALIZED	LOCAL/BOC
Visible	Requirements Unknown
Fair consideration	Opportunity dependent on location assigned to or who CCM called/knew
Share manning deficit	Uneven manning/limited ways to fill holes
All bases recruit/receive WW manning avg (exception: short tour remote locations manned 100%)	All OS locations manned 100%-- CONUS locations carried heavier recruiting weight (50% non-vol OS rate)

First Sergeant Management

“Where are we?”

AFPC



- Active recruiting campaign
 - Commit to the duty...assignment follows
- FS manning remains in 90 percentile
 - 94 unfilled seats in FY03 (45 alloc per class)
 - Major assignment change
 - Cut SMSgt accessions
 - CMSgt FS manning only 135%
- 89% manning leaves 137 FS positions vacant

Overview

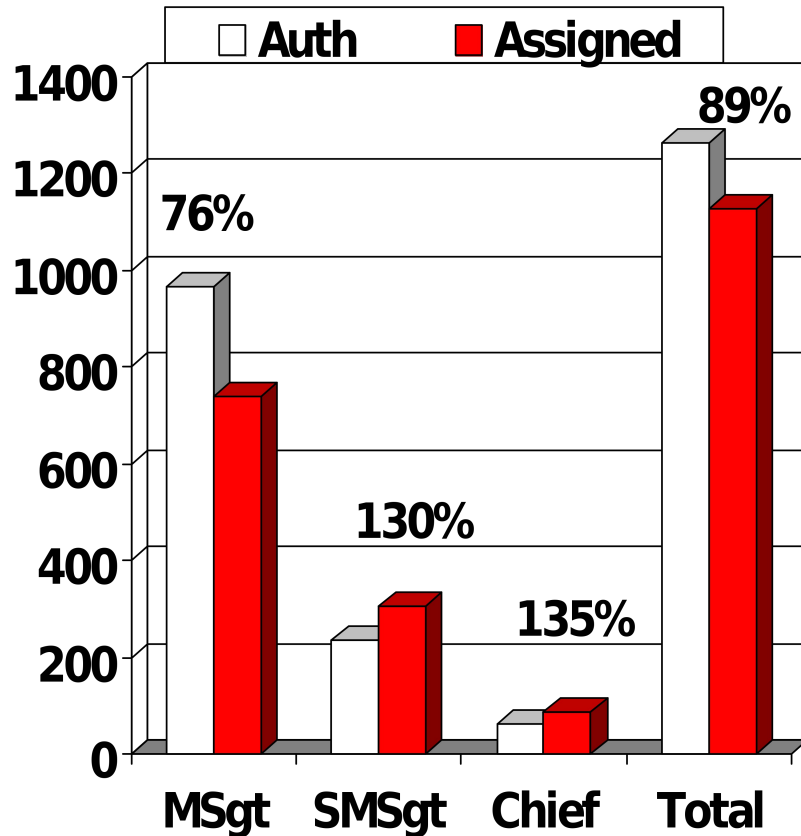
AFPC



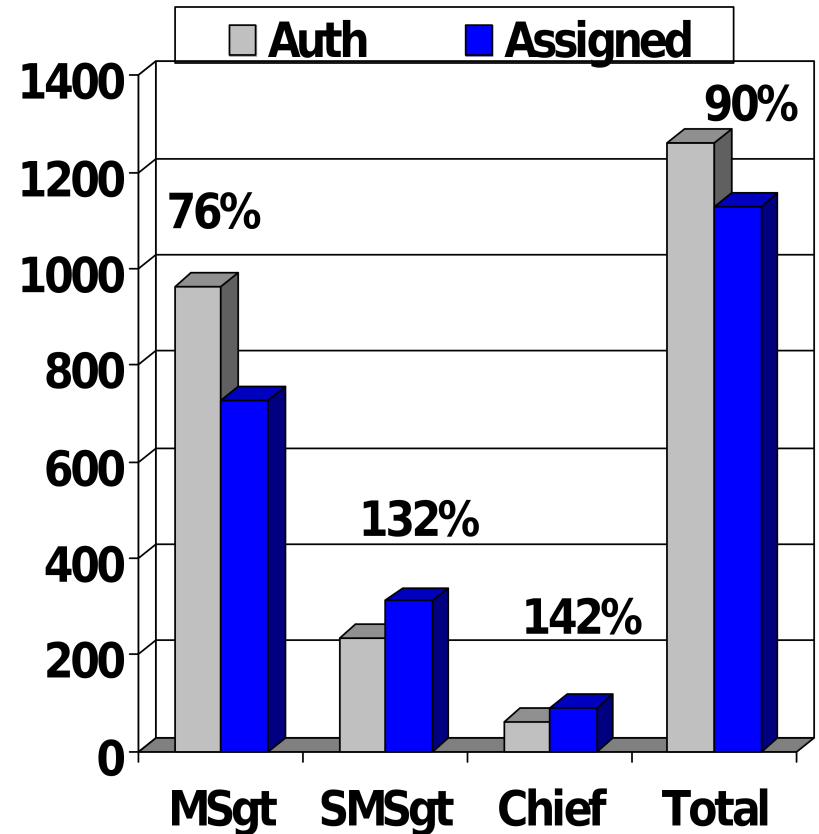
- FS Application/Assignment Process
- “Just the facts”
- **FS Dynamics**
- Special Duty Update

First Sergeant Manning

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Aug 2003



Oct 2003

37 students in Oct class—report in Dec

First Sergeant Issues

AFPC “Worldwide Commitments”



CONUS: 88%
Authorized: 965
Assigned: 850

Overseas: 93%
Authorized: 299
Assigned: 277

Total: 89%
Total Authorized:
1264
Total Assigned: 1127

First Sergeant Issues

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Short Tour Requirements

■ Osan	SMSgt 3	MSgt 18
■ Kunsan	SMSgt 1	MSgt 11
■ *Andersen	SMSgt 0	MSgt 7
■ Izmir	SMSgt 1	MSgt 5
■ *Incirlik	SMSgt 0	MSgt 7
■ *Lajes Field	SMSgt 0	MSgt 6
■ *Keflavik	SMSgt 0	MSgt 6
■ Clear	SMSgt 0	MSgt 1
■ Thule	SMSgt 0	MSgt 1
■ SW Asia	SMSgt 1	MSgt 5
■ <u>Ecuador</u>	<u>SMSgt 1</u>	<u>MSgt 0</u>
TOTAL	SMSgt 7	MSgt 67

Note: * Allows inexperienced First Sergeants

Career Field Dynamics

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□ **As of Aug 2003**

- 1264 MSgt/SMSgt assigned 1127 – 89%
- 1038, or 92% retirement eligible
- 113, or 10% approved retirements in system
- 320, or 30% on code 45
- HYT adjustment (extra 2 years) helps for volunteers

□ **Overseas Vulnerability (as of Aug 03)** *dates change each cycle

- Short tours
 - MSgt – those with no short tour credit
 - SMSgt – One short tour; STRD of Nov 93 and earlier
- Long tours
 - MSgt -- ODSD Dec 95 and earlier

Overview

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- **Special Duty Update**

On the Scope

“Special Duty Assignment Selection”

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- Special duty non-vol selection process (MTI/MTL/Recruiting)
- Historically volunteers only
 - Left critical special duty requirements unfilled
- “Candidate selection” process approved for MTI/MTL/Recruiting
 - Volunteers exhausted before non-volunteers
 - Currently used for recruiters and MTIs
- Selection criteria
 - SrA through MSgts with 16 years of service or less
 - No quality indicators (i.e. WMP, UIF, Control Roster)
 - Not assigned to joint/special duty positions (i.e. Instructors)
 - Time on station (TOS) primary factor
 - 6 or more years TOS most vulnerable

On The Scope

“Special Duty Assignment Selection”

AFPC



- Notification process developed for vulnerables
 - Flexibility permitted...either MTI/MTL or Recruit
- Disqualification from one does not preclude another
- Senior leadership support is critical to success
 - Philosophical change for enlisted career development
 - Recommend/non-recommend selected personnel
- Bottomline....“Cultural Shift”...special duties are an integral part of an NCO’s career path

